

ADMINISTRATIVE - INTERNAL USE ONLY

30 January 1978

MEMORANDUM FOR: Special Assistant to the Acting Deputy Director for
Central Intelligence

STAT FROM :
Chief, Control Division

THROUGH : Acting Director of Personnel

SUBJECT : Form 444n, Qualifications Update and Related Qualifications
Record Activities

1. (U/AIUO) In response to your recent request, there is provided the purpose and general information about Form 444n, Qualifications Update. Also, because of the Form 444n relationship to Qualifications Analysis Branch activities, there is provided, as further requested, information pertinent to qualifications coding and the preparation of biographic profiles.

A. Form 444n, Qualifications Update (and the Qualifications Record System):

The Qualifications Update, Form 444n, is for the purpose of obtaining personal and professional information from Agency employees which has changed since initially provided in the Personal History Statement or previously updated. Employees, on their own initiative, may complete and submit the forms anytime they believe there is information to be added or changed. As a reminder of this, a statement is printed on the Fitness Report form. Completed forms are mailed to the Office of Personnel, where the Qualifications Analysis Branch (QAB) has the responsibility of placing appropriate information in the Agency Qualifications Record System (QRS). Form 444n only supplements a prescribed independent manner for periodically updating the qualifications record of employees; it facilitates and expedites opportunity for reporting changes, especially of non-job related nature.

The primary method for updating the QRS operates automatically in that analysts of the Coding Section of QAB utilize a system of computer produced name listings to call up Official Personnel Folders for cycled reviews. The QRS permits the recording, filing and retrieval of biographic data, experience, education and special qualifications of Agency employees. Storage of this information is in coded form enabling rapid retrieval by high speed

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computer. With implementation, in November 1974, of the computer call-up of OEF's for the qualifications updating, the practice of recording the number of Forms 444n received was discontinued. Our last recording, however, shows that during FY - 1973, [] Forms 444n were coded by QAB. The number of Forms 444n completed will vary, of course, but a current minimum approximation of receipt would be [] annually.

B. Qualifications Coding and Biographic Profile Production:

Attached are statistics of qualifications coding accomplished during 1975, 1976 and 1977. Additionally, there is given for the same periods, production of the Biographic Profile Section of QAB.

A Biographic Profile is a digest of basic personnel data prepared by the Office of Personnel in standardized form from official personnel records. Profiles are used by supervisors, operating officials, and Career Services in formulating and implementing decisions concerning the utilization and development of the individual. The Profile supports various programs and activities of the Agency such as the competitive promotion program, reassignment of personnel, selection of individuals for training, and career development.

Along with analyzing and coding of qualifications, members of the Coding Section participate in the identification of those employees best qualified to meet current or anticipated operational requirements; also, produce reports of qualifications data, as needed, by authorized Agency officials. The Biographic Profile analysts in addition to preparing the Form 1200 profile, have prepared narrative profiles which were formed into a book displaying principal officials of CIA, and make special profiles used for purposes of introduction.

C. Enhancement activities:

Significant to the activities of qualifications coding and the preparation of biographic profiles is the currently on-going development of a computer program

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called [] operation of the [] system will support the Office of Personnel and Office of Training. It will permit clear-text printouts by computer of the status (personal) data and qualifications (skills/specialties) recorded for each employee and maintained in the Agency Qualifications Record System; also, the recording and control of language skills data and proficiency suited to OTR requirements; and, an initial interim mini-type of computer produced biographic profile.

The clear-text summary would be distributed annually to employees soliciting their validation of the material or indication of errors of omission or commission. This action would result in more accurate and meaningful information available for management purposes, and provide employees a knowledge of what resides in the QRS about them.

The advantage of computer produced biographic profiles is obvious -- manual method of production is too slow and does not enable reaching a level assuring current data on all employees. A computer produced profile would provide updated data at all times.

[] will extract status (personal) information from the [] project, and specialty data (skills) from the Qualifications Inventory File. Display of this data in a profile should result in August/September 1978. History of assignments and promotions will come from the General Archives Project (GAP -- in developmental stage) with resulting profile display by mid-1979. Interfacing of [] with other computer systems, [] for cover data and a training Record System for training data is targeted for late 1979.

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Attachment

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Form 444n, Qualifications Update and Related Qualifications Record Activities

FROM:

Chief, Control Division

EXTENSION

NO.

DATE

30 January 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/PERS/P&C
1006 Ames Building

2/6/78

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to EC1 request
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